

CITY OF GLENDORA 2010-2011
Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

This form summarizes the requirements in Order No. 01-182. Each Permittee must complete this form in its entirety, except for those requirements applicable only to the Principal Permittee. Only report activities that were performed during the previous fiscal year. Upon completion, this form shall be submitted to the Principal Permittee, by the date specified by the Principal Permittee, for inclusion in the unified Annual Storm Water Program Report. Attachments should be included where necessary to provide sufficient information on program implementation.

The goals of this Report are to: 1) concisely document implementation of the Storm Water Quality Management Program (SQMP) during the past fiscal year; 2) evaluate program results for continuous improvement; 3) to determine compliance with Order 01-182; and 4) to share this information with other Permittees, municipal decision makers, and the public.

!	YOU MUST FILL OUT ALL THE INFORMATION REQUESTED <i>Do not leave any of the sections blank.</i>
N/A	If the question does not apply to your municipality, please indicate N/A in the space provided and provide a brief explanation
U	If the information requested is currently unavailable, please indicate U in the space provided and give a brief explanation.

This Report Form consists of the following sections:

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Reporting Year 2010-2011

I. Program Management

- A. Permittee Name: City of Glendora
- B. Permittee Program Supervisor: David A. Davies
 Title: Director of Public Works
 Address: 116 E. Foothill Boulevard
 City: Glendora Zip Code: 91741
 Phone: (626) 914-8246 Fax: (626) 914-9053
- C. In the space below, briefly describe how the storm water program is coordinated within your agency's departments and divisions. Include a description of any problems with coordination between departments. To facilitate this, complete the Table 1.

Response: The NPDES program is implemented through the Department of Public Works. It is responsible for coordinating and communicating with other affected Departments/Divisions, including Planning, Engineering, and Code Enforcement. To date there have been no problems with respect to internal coordination or communication among the affected departments/divisions. The SQMP has been implemented and is available to all Departments for review.

TABLE 1 - Program Management

Storm Water Management Activity	Division/Department	# of Individuals Responsible for Implementing
1. Outreach & Education	Public Information Officer	1
2. Industrial/Commercial Inspections	Planning & Redevelopment	1
3. Construction Permits/Inspections	Building Division/Public Works	3
4. IC/ID Inspections	Street Division/Engineering	4
5. Street sweeping	Street Division	3
6. Catch Basin Cleaning	Street Division/L.A. County	1
7. Spill Response	Street Division	2
8. Development Planning (project/SUSMP review and approval)	Planning and Redevelopment/Engineering	4
9. Trash Collection	Finance	1

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D. Staff and Training

Attach a summary of staff training over the last fiscal year. This shall include the staff name, department, type of training, and date of training. [See uploaded Attachment A.](#)

E. Budget Summary

1. Does your municipality have a storm water utility? Yes ☐ No ☒

If no, describe the funding source(s) used to implement the requirements of Order No. 01-182.

[General Funds.](#)

2. Are the existing financial resources sufficient to accomplish all required activities? Yes ☒ No ☐

[At the current time funds are sufficient to meet the minimum requirements to implement the permit. The City uses general funds, trash hauling contract and street maintenance funds to implement the permit. The City supports the Los Angeles County Flood Control District's effort to create a stormwater utility fee.](#)

3. Complete Table 2 to the extent that accurate information is available (indicate U in the spaces where the information is unavailable), and report any supplemental dedicated budgets for the same categories on the lines below the table.

4. List any additional state/federally funded projects related to storm water.

[None during this reporting period.](#)

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TABLE 2

Program Element	Expenditures in Previous Fiscal Year	Estimated Amount Needed to implement Order 01-182
1. Program management		
a. Administrative costs	\$139,000	\$200,000
b. Capital costs		0
2. Public Information and Participation		
a. Public Outreach/Education	\$25,000	\$30,000
b. Employee Training	\$15,000	\$25,000
c. Corporate Outreach	\$500	\$5,000
d. Business Assistance	\$500	\$5,000
3. Industrial/Commercial inspection/site visit activities	\$6,000	\$25,000
4. Development Planning	\$22,387	\$25,000
5. Development Construction	\$34,114	\$35,000
a. Construction inspections		
6. Public Agency Activities		
a. Maintenance of structural and treatment control BMPs	\$5,864	\$6,000
b. Municipal street sweeping	\$152,467	\$154,000
c. Catch basin cleaning	\$2,308	\$2,500
d. Trash collection/recycling	\$2,308	\$2,500
e. Capital costs	\$2,308	\$2,500
f. Other		
7. IC/ID Program		
a. Operations and Maintenance	\$57,647	\$60,000
b. Capitol Costs	\$0	
8. Monitoring	\$0	\$5,000
9. Other		0
10. TOTAL	\$431,202	\$582,500

List any supplemental dedicated budgets for the above categories:

None.

List any activities that have been contracted out to consultants/other agencies:

A consultant has been retained to assist the City with MS4 permit compliance in all program areas.

Street sweeping is performed by the City's trash hauler as part of our contract.

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II. Receiving Water Limitations (Part 2)

- A. Are you aware, or have you been notified, of any discharges from your MS4 that cause or contribute to a condition of nuisance or to the violation of any applicable water quality standards? Yes ☐ No ☒
- B. Has the Regional Board notified you that discharges from your MS4 are causing or contributing to an exceedance of water quality standards? Yes ☐ No ☒
- C. If you answered Yes to either of the above questions, you must attach a Receiving Water Limitations (RWL) Compliance Report. The Report must include the following:
1. A description of the pollutants that are in exceedance and an analysis of possible sources;
 2. A plan to comply with the RWL (Permit, Part 2);
 3. Changes to the SQMP to eliminate water quality exceedances;
 4. Enhanced monitoring to demonstrate compliance; and
 5. Results of implementation.

III. SQMP Implementation (Part 3)

- A. Has your agency implemented the SQMP and any additional controls necessary to reduce the discharges of pollutants in storm water to the maximum extent practicable? Yes ☒ No ☐
- B. If your agency has implemented additional or different controls than described in the countywide SQMP, has your agency developed a local SQMP that reflects the conditions in its jurisdiction and specifies activities being implemented under the appropriate elements described in the countywide SQMP? Yes ☒ No ☐
- C. Describe the status of developing a local SQMP in the box below.

This task was completed several years ago and is reviewed periodically and updated as determined necessary.

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- D. If applicable, describe an additional BMP, in addition to those in the countywide SQMP, that your city has implemented to reduce pollutants in storm water to the maximum extent practicable.

Not applicable.

E. Watershed Management Committees (WMCs)

1. Which WMC are you in? [San Gabriel River](#)
2. Who is your designated representative to the WMC? [Dave Davies, Director of Public Works, Jerry Burke, City Engineer or Ray Tahir, Consultant.](#)
3. How many WMC meetings did you participate in last year? [4 San Gabriel River Watershed Management Committee \(SGRWMC\) meetings and 3 Upper San Gabriel River Watershed Management Committee \(USGRWMC\) meetings.](#)
4. Describe specific improvements to your storm water management program as a result of WMC meetings.

[WMC meetings have been helpful in communicating information that contributed to facilitating compliance with various MS4 permit programs. Additionally, these meetings presented valuable information regarding TMDLs and pollution-specific issues. In regards to USGRWMC meetings discussion has focused on watershed management, especially regarding the metals TMDL. It should be noted that the City of Glendora has applied for a separate MS4 permit, based on its location in the Upper San Gabriel River sub-watershed.](#)

5. Attach any comments or suggestions regarding your WMC.

F. Storm Water Ordinance

1. Have you adopted a storm water and urban runoff ordinance to enforce all requirements of Order 01-182? Yes ☒ No ☐
If not, describe the status of adopting such an ordinance.

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2. If yes, have you already submitted a copy of the ordinance to the Regional Board? Yes ☒ No ☐
If not, please attach a copy to this Report.

3. Were any amendments made to your storm water ordinance during the last fiscal year? Yes ☐ No ☒
If yes, attach a copy of amendments to this Report.

G. Discharge Prohibitions

1. List any non-storm water discharges you feel should be further regulated:

None at this time.

2. List any non-storm water discharges you feel should be exempt, and provide an explanation for each:

This issue is in the process of discussed by the SGRWMC as an ROWD-related matter. A recommendation has been made to exempt additional non-storm water discharges.

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IV. Special Provisions (Part 4)

A. Public Information and Participation (Part 4.B)

In addition to answering the following questions, attach a summary of all storm water education activities that your agency conducted or participated in last year.

At the Glendora Earthday Event, educational brochures were distributed to the public from our Environmental Services Booth.

1. No Dumping Message

- a) How many storm drain inlets does your agency own? **96**
- b) How many storm drain inlets were marked with a no dumping message in the last fiscal year? *All city-owned catch basins.*
- c) What is the total number of storm drain inlets that are legibly marked with a no dumping message? **96**

If this number is less than the number in question 1.b, describe why all inlets have not been marked, the process used to implement this requirement, and the expected completion date.

Not applicable.

- d) How many public access points to creeks, channels, and other water bodies within your jurisdiction have been posted with no dumping signage in the past year? *Not applicable.*
Describe your agency's status of implementing this requirement by the date required in Order No. 01-182.

The City previously conducted a survey to determine its compliance responsibility with respect to this requirement. It revealed that it had no water bodies requiring anti-dumping signage.

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2. Reporting Hotline

- a) Has your agency established its own hotline for reporting and for general storm water management information? Yes ☒ No ☐
- b) If so, what is the number? [1.888.CLEANLA](tel:1888CLEANLA)
- c) Is this information listed in the government pages of the telephone book? Yes ☐ No ☒
- d) If no, is your agency coordinated with the countywide hotline? Yes ☒ No ☐
- e) Do you keep record of the number of calls received and how they were responded to? Yes ☒ No ☐
- f) How many calls were received in the last fiscal year? [3](#)
- g) Describe the process used to respond to hotline calls.

[Reports of illicit discharges/connections continue to be evaluated for immediate response. The first task is to determine what kind of discharge is being reported by asking the reporting party if the discharge is discolored or has an odor and if it is in progress. If the discharge is in progress and appears to be particularly harmful \(e.g., dumping of what could be considered hazardous or toxic materials/waste\) the matter is referred to fire or police for an immediate response. If the discharge is sewage, the incident is referred to public works for an immediate response. For less serious discharges \(e.g., wash water\), a visit is scheduled as soon as possible.](#)

- h) Have you provided the Principal Permittee with your current reporting contact information? Yes ☒ No ☐
- i) Have you compiled a list of the general public reporting contacts for all Permittees and posted it on the www.888CleanLA.com web site (Principal Permittee only)? Yes ☐ No ☐
If not, when is this scheduled to occur? [Not applicable.](#)

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3. Outreach and Education

- a) Describe the strategy developed to provide outreach and bilingual materials to target ethnic communities. Include an explanation of why each community was chosen as a target, how program effectiveness will be determined, and status of implementation.
(Principal Permittee only)

Not applicable.

- b) Did the Principal Permittee organize quarterly Public Outreach Strategy meetings that you were aware of? Yes ☒ No ☐
How many Public Outreach Strategy meetings did your agency participate in last year? 4
Explain why your agency did not attend any or all of the organized meetings.

The City's consultant attended each quarterly meeting. On occasion, the City sent staff as well.

Identify specific improvements to your storm water education program as a result of these meetings:

Although the quarterly meetings have been extremely informative and useful, they did not result in any specific improvements to the City's public education outreach program.

List suggestions to increase the usefulness of quarterly meetings:

As mentioned in last year's annual report, the meetings should be more focused on promoting awareness of specific pollutants on receiving water quality – especially those that have been elevated to "TMDL" status.

If quarterly Public Outreach Strategy meetings were not organized, explain why not and when this requirement will be implemented (Principal Permittee only).

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Not applicable.

- c) Approximately how many impressions were made last year on the general public about storm water quality via print, local TV, local radio, or other media? *About 50,000 (note: the Principal Permittee estimates that has made 35 million such impressions)*
- d) Describe efforts your agency made to educate local schools on storm water pollution.

The City notified all schools within its jurisdiction, informing them of the Environmental Defenders Program and encouraging school administrators to take advantage of it.

- e) Did you provide all schools within each school district in Los Angeles County with materials necessary to educate a minimum of 50 percent of all school children (K-12) every 2 years on storm water pollution (*Principal Permittee only*)? Yes ☐ No ☐
If not, explain why.

Not applicable.

- f) Describe the strategy developed to measure the effectiveness of in-school educational programs, including assessing students' knowledge of storm water pollution problems and solutions before and after educational efforts (*Principal Permittee only*).

Not applicable.

For Permit Years 2-5, attach an assessment of the effectiveness of in-school storm water education programs.

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- g) What is the behavioral change target that was developed based on sociological data and other studies (*Principal Permittee only*)?

Not applicable.

If no target has been developed, explain why and describe the status of developing a target.

Not applicable.

What is the status of meeting the target by the end of Year 5?

Not applicable.

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4. Pollutant-Specific Outreach

- a) Attach a description of each watershed-specific outreach program that your agency developed (*Principal Permittee only*). All pollutants listed in Table 1 (Section B.1.d.) must be included. **Not applicable.**
- b) Did your agency cooperate with the Principal Permittee to develop specific outreach programs to target pollutants in your area? Yes ☒ No ☐
- c) Did your agency help distribute pollutant-specific materials in your city? Yes ☒ No ☐
- d) Describe how your agency has made outreach material available to the general public, schools, community groups, contractors and developers, etc...

Materials are made available at the public works and planning counters where general audience BMPs are located -- along with information regarding development planning and development construction requirements. Materials specific to schools are distributed by way of the "Environmental Defenders Program." General audience BMPs are also made available during various community events. Beyond this, industrial and commercial-BMP materials are distributed to subject businesses as part of the City's industrial/commercial inspection program. It should be noted that the City has updated its BMP handouts -- in English and Spanish -- to include: sewage spills (for businesses and residents); swimming pool discharges; mortar and concrete usage (for contractors); household activities that can cause runoff pollution and BMPs that can be used to prevent pollution; tips for pet care to minimize the discharge of fecal matter to the MS4; guidelines for fund-raising car washes; a condensed version of "The Ocean Begins at Your Door;" tips for landscaping and gardening (businesses and residents); a guide for restaurants; and guidelines for carpet cleaning activities (businesses and residents).

5. Businesses Program

- a) Briefly describe the Corporate Outreach Program that has been developed to target gas stations and restaurant chains (*Principal Permittee only*).

Not applicable.

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- b) How many corporate managers did your agency (*Principal Permittee only*) reach last year? **Not applicable.**
- c) What is the total number of corporations to be reached through this program (*Principal Permittee only*)? **Not applicable.**
- d) Is your agency meeting the requirement of reaching all gas station and restaurant corporations once every two years (*Principal Permittee only*)? Yes ☐ No ☐
If not, describe measures that will be taken to fully implement this requirement.

Not applicable. However, the City has conducted outreach to gas stations and restaurants as part of its industrial/commercial outreach program.

- e) Has your agency developed and/or implemented a Business Assistance Program? Yes ☐ No ☐
If so, briefly describe your agency's program, including the number of businesses assisted, the type of assistance, and an assessment of the program's effectiveness.

Not applicable to this City.

6. Did you encourage local radio stations and newspapers to use public service announcements? Yes ☒ No ☐

How many media outlets were contacted? **4 (per the Principal Permittee)**

Which newspapers or radio stations ran them?

Los Angeles Times, the Wave, KRTN, KLOS, and KCAL

Who was the audience?

General and City of Glendora residents.

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7. Did you supplement the County's media purchase by funding additional media buys? [Indirectly by way of the flood control assessment.](#) Yes ☒ No ☐

Estimated dollar value/in-kind contribution:

[\\$2500](#)

Type of media purchased:

[Print ads, brochures, used oil containers.](#)

Frequency of the buys:

[Not applicable](#)

Did another agency help with the purchase?

Yes ☒ No ☐

8. Did you work with local business, the County, or other Permittees to place non-traditional advertising? Yes ☐ No ☒
If so, describe the type of advertising.

9. Did you establish local community partnerships to distribute educational storm water pollution prevention material? Yes ☐ No ☒

Describe the materials that were distributed:

[Not applicable.](#)

Who were the key partners?

Who was the audience (businesses, schools, etc.)?

10. Did you participate in or publicize workshops or community events to discuss storm water pollution? Yes ☒ No ☐

How many events did you attend? [1](#)

11. Does your agency have a website that provides storm water pollution prevention information? Yes ☒ No ☐

If so, what is the address? www.ci.glendora.ca.us

12. Has awareness increased in your community regarding storm water pollution? Yes ☒ No ☐

Do you feel that behaviors have changed? Yes ☐ No ☐

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Explain the basis for your answers. Include a description of any evaluation methods that are used to determine the effectiveness of your agency's outreach.

It might be assumed that because of the attention that runoff pollution has been getting in the general press, together with the City's public information program outreach efforts, sensitivity to this environmental concern has increased. This was validated by the results of a survey that was conducted by the Principal Permittee.

13. How would you modify the storm water public education program to improve it on the City or County level?

Making a stronger effort to inform permittees of the availability of various public education materials and to produce pollutant-specific outreach materials.

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Did you (individually or jointly) update the Database for Critical Sources Inventory?

Yes ☒No ☐Comments/Explanation/Conclusion: [This task was completed 3 years ago.](#)**2. Inspection Program**

Provide the reporting data as suggested in the following tables.

Category	Initial Number of Facilities at the start of cycle proposed for inspection by categories (after the initial year, the updated number based on the new data)	Number of facilities inspected in the current reporting year	% Completed at the time of this report for present cycle (from the initial value, and from the updated value after first cycle)	Total number since permit adoption
Landfills	N/A	N/A	N/A	N/A
TSDf	N/A	N/A	N/A	N/A
...				

Comments/Explanation/Conclusion:

[There are no landfills or TSDfS in the City of Glendora.](#)**3. BMPs Implementation**

Provide the reporting data as suggested in the following table.

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Category	Number of facilities inspected by category in this reporting year	Number of facilities identified as adequately implementing BMPs as specified in this reporting year	% adequately implementing out of total in this reporting year	Number of facilities required to implement or upgrade in this reporting year	Number of facilities inspected by category in this reporting cycle	Number of facilities identified as adequately implementing BMPs as specified in this reporting cycle	% adequately implementing out of total in this reporting cycle	Number of facilities required to implement or upgrade in this reporting cycle	Total Number during this permit adequately implementing	Total Number during this permit required to implement or upgrade
Landfills	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
...										

Comments/Explanation/Conclusion: There are no landfills in the City of Glendora.

4. Enforcement Activities

Provide the reporting data as suggested in the following tables.

Enforcement Actions by categories (e.g. Warning letter, NOV, referral to D.A., etc.)	Number of facilities issued enforcement actions in the current reporting year	Number of facilities issued enforcement actions in the current reporting cycle	Number of facilities (re)inspected due to enforcement actions in current reporting year	Number of facilities (re)inspected due to enforcement actions in current reporting cycle	Number of facilities brought into compliance in the current reporting year	Number of facilities brought into compliance in current reporting cycle	Total number of enforcement actions since permit adoption (by category)
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Facilities by category	Number of Warning letters	Number of NOVs	Number of Referral	Number of Other
Comments/Explanation/Conclusion:				

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5. Program Implementation Effectiveness Assessment

Please give a brief assessment of the implementation of the program in removing pollutants from the storm water discharges. Please provide an explanation. Suggested improvements or adjustments based on the knowledge gained through this reporting period activities must be reflected in a change in the SQMP, if warranted.

Highly Effective ☐Somewhat Effective ☒Non-effective ☐

Comments/Explanation/Conclusion:

Without outfall monitoring or other "objective" data available, it must be presumed that the inspection program has been effective in reducing pollutants to the MS4. This is especially true of the industrial inspection program. These facilities are required under federal stormwater regulations to obtain an NPDES permit. The City has assisted the Regional Board in this regard by identifying facilities that require General Industrial Activity Stormwater Permits (GIASWPs). GIASWPs require the preparation of a SWPPP and a monitoring program plan. The Regional Board should be able to determine, better than the City, the extent to which these "covered" facilities have reduced pollutants to the MS4. The commercial inspection program must also be presumed to be effective in reducing pollutants associated with automotive, restaurant, and-RGO related activities. Overall, the inspection program has resulted in the distribution of materials containing BMPs and the City's ordinance relative to BMP implementation and prohibition against illicit discharges. Enforcement of these requirements has resulted in significant compliance. Therefore, the City can only conclude that such compliance has resulted, to some extent, on a reduction of pollutants to the MS4.

6. You must also submit a quarterly electronic submittal of your Industrial/Commercial Facilities Program activities.

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C. Development Planning Program (Part 4.D)

1. Does your agency have a process to minimize impacts from storm water and urban runoff on the biological integrity of natural drainage systems and water bodies in accordance with requirements under CEQA, Section 404 of the CWA, local ordinances, and other legal authorities? Yes ☒ No ☐
Attach examples showing how storm water quality impacts were addressed in environmental documents for projects over the past year. [See uploaded attachment.](#)
2. Does your agency have procedures to include the following requirements in all priority development and redevelopment projects:
 - a) Maximize the percentage of permeable surfaces to allow more percolation of storm water into the ground? Yes ☒ No ☐
 - b) Minimize the quantity of storm water directed to impermeable surfaces and the MS4? Yes ☒ No ☐
 - c) Minimize pollution emanating from parking lots through the use of appropriate treatment control BMPs and good housekeeping practices? Yes ☒ No ☐
 - d) Provide for appropriate permanent measures to reduce storm water pollutant loads from the development site? Yes ☒ No ☐
3. List the types and numbers of BMPs that your agency required for priority projects to meet the requirements described above.

[The City has occasionally allowed the use of catch basin inserts \(preferably Abtech or Bio-Clean variants\) and is moving in the direction of infiltration controls, but has allowed other controls as well.](#)

4. Describe the status of the development or implementation of peak flow controls in Natural Drainage Systems.

[Generally, any project sited in an area that drains into an unlined conveyance is required to assure that the Q or post-construction runoff coefficient does not exceed the pre-development runoff Q or runoff coefficient. These are requirements that are implemented through the development planning/SUSMP program.](#)

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5. Has your agency amended codes and/or ordinances to give legal effect to the SUSMP changes required in the Permit? Yes ☒ No ☐
6. Describe the process your agency uses to include SUSMP design standards in new development and redevelopment project approvals.

All projects that are submitted through the planning process are submitted for review by engineering staff. The plans are distributed to the internal and external departments for review and comment. The Public Works Department/City Engineer reviews the projects and imposes conditions to implement the NPDES program. When the conditions are adopted by the City, plans are prepared that reflect the requirements. These plans are checked and inspected to assure that the facilities are built and operate as intended.

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7. How many of each of the following projects did your agency review and condition to meet SUSMP requirements last year? **2010-2011 was one of the slowest years for development the City as seen. Nine of the ten development projects did not meet the threshold to require SUSMP but the City did require LID treatment where possible.**
- | | | |
|----|--|---|
| a) | Residential | 0 |
| b) | Commercial | 1 |
| c) | Industrial | 0 |
| d) | Automotive Service Facilities | 0 |
| e) | Retail Gasoline Outlets | 0 |
| f) | Restaurants | 0 |
| g) | Parking Lots | 0 |
| h) | Projects located in or directly adjacent to or discharging directly to an environmentally sensitive area | 0 |
| i) | Total number of permits issued to priority projects | 0 |
8. What is the percentage of total development projects that were conditioned to meet SUSMP requirements? 10%
9. How has your agency prepared to reduce the SUSMP threshold for industrial/commercial facilities to 1 acre from 100,000 square feet in 2003?

As of March of 2003, the City revised all of its developer/contract hand-outs, check list and other related material to reflect this change.

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10. After 2003, how many additional projects per year will require/did require implementation of SUSMP requirements as a result of the lower threshold?
Certainly there was an increase because more projects are subject. The City has not tracked for this data because it is labor intensive. *Unknown.*
11. Does your agency participate in an approved regional or sub-regional storm water mitigation program to substitute in part or wholly SUSMP requirements for new development? Yes ☐ No ☒
12. Has your agency modified its planning procedures for preparing and reviewing CEQA documents to consider potential storm water quality impacts and provide for appropriate mitigation? *This was done several years ago. Please see uploaded attachment.* Yes ☒ No ☐

If no, provide an explanation and an expected date of completion.

13. Did your agency update any of the following General Plan elements in the past year?
- a) Land Use Yes ☐ No ☒
- b) Housing Yes ☐ No ☒
- c) Conservation Yes ☐ No ☒
- d) Open Space Yes ☐ No ☒
- If yes, please describe how watershed and storm water quality and quantity management considerations were included.

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14. How many targeted staff were trained last year? 62
15. How many targeted staff are trained annually? 14
16. What percentage of total staff are trained annually? 90%
17. Has your agency developed and made available development planning guidelines? Yes ☒ No ☐
18. If no, what is the expected date that guidelines will be developed and available to developers?
19. What is the status of completion of the technical manual for siting and design of BMPs for the development community?

Instead of using the County's siting manual, the City has developed its own guidelines for development planning/SUSMP compliance. The City has become more prescriptive in determining SUSMP compliance for subject projects. It requires infiltration controls to the extent feasible. It provides developers some discretion in determining what specific infiltration controls but in the final analysis has the authority to decide what must be used. Developers are encouraged to use the County's SUSMP guidelines and its recently developed LID handbook.

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D. Development Construction Program

1. Describe your agency's program to control runoff from construction activity at all construction sites within its jurisdiction.

In accordance with the current MS4 permit for Los Angeles County, the City requires a GIASWP for projects that are expected to disturb 1 acre or more by grading, clearing, and/or excavating and minimum BMPs for projects that are expected to disturb less than 1 acre of soil disturbance. These conditions must be met to qualify for a grading permit.

2. Does your agency require the preparation, submittal, and implementation of a Local Storm Water Pollution Prevention Plan (Local SWPPP) prior to the issuance of a grading permit for all sites that meet one or all of the following criteria?

- a) Will result in soil disturbance of one acre or greater Yes ☐ No ☒
- b) Is within, directly adjacent to, or is discharging directly to an environmentally sensitive area Yes ☒ No ☐
- c) Is located in a hillside area Yes ☐ No ☒

3. Attach one example of a local SWPPP [See uploaded attachment.](#)

4. Describe the process your agency uses to require proof of filing a Notice of Intent for coverage under the State General Construction Activity Storm Water permit and a certification that a SWPPP has been prepared prior to issuing a grading permit?

Grading permits are conditioned on evidence showing that an NOI has been obtained (specifically, a WDID number). The applicant must also accept, as a condition for grading permit issuance that a proper SWPPP will be prepared and will be kept on site during the course of construction.

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5. How many building/grading permits were issued to sites requiring Local SWPPPs last year?
6. How many building/grading permits were issued to sites requiring coverage under the General Construction Activities Storm Water Permit last year?
7. How many building/grading permits were issued to construction site less than one acre in size last year?
8. How many construction sites were inspected during the last wet season?
9. Complete the table below.

Type of Violation	# of Violations	% of Total Inspections	# of Follow-up Inspections	# of Enforcement Actions
Off-site discharge of sediment	0	0	0	0
Off-site discharge of other pollutants	0	0	0	0
No or inadequate SWPPP	1	1%	1	0
Inadequate BMP/SWPPP implementation	2	1%	2	0

10. Describe the process for taking enforcement actions against construction site violations, including the types of actions that are taken.

An instance of non-compliance with any of the development construction program triggers a verbal warning, followed with a Notice of Violation letter. If Non-compliance persists, the matter then becomes a code enforcement issue. However, the verbal warnings, coupled with the threat of referred the contractor to the regional board for stronger enforcement action, has been sufficient to compel compliance.

11. Describe the system that your agency uses to track the issuance of grading permits.

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Response: Grading permits are kept on file. Prior to March 10, 2003, all grading permits were conditioned on permit requirements for soil disturbing projects over 5 acres, 2 acres and less than 5 acres, and less than 2 acres. After March 10, 2003, conditions were amended to reflect the lower thresholds for development construction program requirements called for under the current Los Angeles

E. Public Agency Activities (Part 4.F)

1. Sewage System Maintenance, Overflow, and Spill Prevention
(only applicable to agencies that own and/or operate a sanitary sewer system)
 - a) Has your agency developed and implemented a response plan for sanitary sewer overflows that includes the requirements in Order 01-182? Yes ☒ No ☐
 - b) How many sanitary sewer overflows occurred within your jurisdiction? 2
 - c) How many did your agency respond to? 2
 - d) Did your agency investigate all complaints received? Yes ☒ No ☐
 - e) How many complaints were received? 2
 - f) Upon notification, did your agency immediately respond to overflows by containment? Yes ☒ No ☐
 - g) Did your agency notify appropriate sewer and public health agencies when a sewer overflowed to the MS4? Yes ☒ No ☐
 - h) Did your agency implement a program to prevent sewage spills or leaks from sewage facilities from entering the MS4? Yes ☒ No ☐
 If so, describe the program:

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Sewage overflows are reported separately to the State Water Resources Control Board pursuant to the SSO waste discharge order that was adopted in May of 2006 (Los Angeles Regional Board has access to this data). In any case, all reports of sewage releases are responded to immediately. Field crews are dispatched to the reported release location and are trained to prevent the entry of sewage into the catch basin (e.g., by covering the inlet with sand bags). The ponded sewage is then vacuumed and discharged into the sewer system. The affected area is also disinfected with sodium hypochlorite and then vacuumed (while the catch basin inlet is still protected) for disposal into the sewage system as well.

- i) Did your agency implement a program to identify, repair, and remediate sanitary sewer blockages, exfiltration, overflow, and wet weather overflows from sanitary sewers to the MS4? Yes ☒ No ☐

If so, describe the program:

See uploaded Attachment B.

2. Public Construction Activities Management

- a) What percentage of public construction sites 5 acres or greater in size did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit ? The City requires GCASWP coverage for projects 1 acre or greater however, there were no public projects greater than 5 acres in size this past fiscal year. n/a %
- b) Give an explanation for any sites greater than 5 acres that were not covered:

Not applicable.

- c) What is the total number of active public construction sites? 1
- How many were 5 acres or greater in size? 0

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- d) (After March, 2003) Did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit coverage for public construction sites for sites one acre or greater? Yes ☒ No ☐

3. Vehicle Maintenance/Material Storage Facilities/Corporation Yards Management

- a) Did your agency implement pollution prevention plans for each public vehicle maintenance facility, material storage facility, and corporation yard? Yes ☒ No ☐

- b) Briefly describe how your agency implements the following, and any additional, BMPs to minimize pollutant discharges in storm water:

- (1) Good housekeeping practices
- (2) Material storage control
- (3) Vehicle leaks and spill control
- (4) Illicit discharge control

- 1. **Good housekeeping practices** are implemented in accordance with its City's storm water pollution prevention plan and its public agency program.
- 2. **Material storage control** BMPs are implemented in accordance with its City's storm water pollution prevention plan and its public agency program.
- 3. **Vehicles leaks and spill control** BMPs are implemented through the City's storm water pollution prevention plan and its public agency program.
- 4. **Illicit discharge control** BMPs are implemented through the City's storm water pollution prevention plan, its public agency program, and its illicit connection/discharge detection and elimination program.

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- c) Are all Permittee owned and/or operated vehicle/equipment wash areas self-contained, covered, equipped with a clarifier, and properly connected to the sanitary sewer? Yes ☒ No ☐
If not, what is the status of implementing this requirement?

- d) How many Permittee owned and/or operated vehicle/equipment wash areas are scheduled to be redeveloped to include the BMPs listed above? **None.**

4. Landscape and Recreational Facilities Management

- a) Has your agency developed a standardized protocol for the routine and non-routine application of pesticides, herbicides (including pre-emergents), and fertilizers? Yes ☒ No ☐

Briefly describe this protocol:

Basically, the protocol or "SOP" calls for impacted landscape maintenance personnel to (1) apply minimum amounts of each significant material; and (2) avoid application during storm events or impending storm events.

- b) How does your agency ensure that there is no application of pesticides or fertilizers immediately before, during, or immediately after a rain event or when water is flowing off the area to be applied?

Impacted City personnel were given training in the proper application of pesticides and chemical organic fertilizers.

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- c) Are any banned pesticides, herbicides, fungicides, or rodenticides stored or applied in your agency's jurisdiction that you know of?

Yes ☐ No ☒

If so, list them:

- d) What percentage of your agency's staff that apply pesticides are certified by the California Department of Food and Agriculture, or are under the direct supervision of a certified pesticide applicator?

100%

- e) Describe procedures your agency has implemented to encourage retention and planting of native vegetation and to reduce water, fertilizer, and pesticide needs:

Landscape maintenance staff has been provided training that encourages the planting of native and drought tolerant vegetation, which is also in keeping with the City's water conservation program. Impacted City staff has also been encouraged, also by training, to incorporate integrated pest management (IPM) whenever possible as a means of reducing the need for pesticides.

5. Storm Drain Operation and Management

- a) Did your agency designate catch basin inlets within its jurisdiction as Priority A; Priority B; and Priority C?

Yes ☒ No ☐

- b) How many of each designation exist in your jurisdiction?

Priority A: 0
Priority B: 0
Priority C: 96

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c) Is your city subject to a trash TMDL? Yes ☐ No ☒

d) If yes, describe the activities and/or implementation measures that your agency conducted pursuant to the TMDL and any other trash reduction efforts that occurred.

e) How many times were all Priority A basins cleaned last year? N/A

f) How many times were all Priority B basins cleaned last year? N/A

g) How many times were all Priority C basins cleaned last year? 2

h) How much total waste was collected in tons from catch basin clean-outs last year? Approx. 1 ton

i) Attach a record of all catch basins in your jurisdiction. This shall identify each basin as City or County owned, and Priority A, B, or C. For all basins that are owned and operated by your agency, include dates that each was cleaned out over the past year. [The County of Los Angeles cleans Glendora's catch basins, dates of cleaning are included in their summary. Attachment C is a record of all our catch basins as well.](#)

j) Did your agency place and maintain trash receptacles at all transit stops within its jurisdiction. Yes ☒ No ☐

k) How many new trash receptacles were installed last year? 0

l) Did your agency place special conditions for events that generated substantial quantities of trash and litter including provisions that:

(1) Provide for the proper management of trash and litter generated from the event? Yes ☒ No ☐

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- (2) Arrange for temporary screens to be placed on catch basins? Yes ☐ No ☒
- (3) Or for catch basins in that area to be cleaned out subsequent to the event and prior to any rain? Yes ☐ No ☒
- m) Did your agency inspect the legibility of the catch basin stencil or labels? Yes ☒ No ☐
What percentage of stencils were legible? 100%
- n) Were illegible stencils recorded and re-stenciled or re-labeled within 180 days of inspection? Yes ☒ No ☐
- o) Did your agency visually monitor Permittee-owned open channel storm drains and other drainage structures for debris at least annually and identify and prioritize problem areas of illicit discharge for regular inspection? N/A Yes ☐ No ☒
Is the prioritization attached? N/A Yes ☐ No ☒
- p) Did your agency review its maintenance activities to assure that appropriate storm water BMPs are being utilized to protect water quality? Yes ☒ No ☐
What changes have been made?

None, the prescribed BMPs appear to be adequate.

- q) Did your agency remove trash and debris from open channel storm drains a minimum of once per year before the storm season? Yes ☒ No ☐
- r) How did your agency minimize the discharge of contaminants during MS4 maintenance and clean outs?

Maintenance/cleanouts are either performed by hand or with a vactor truck. Neither of these methods results in the discharge of contaminants or pollutants to the MS4.

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s) Where is removed material disposed of?

Material is taken to the Corporate Yard where it is stored in covered trash bins. The material is then taken to a land fill and disposed of.

6. Streets and Roads Maintenance

a) Did your agency designate streets and/or street segments within its jurisdiction as one of the following:

(1) Priority A – streets and/or street segments that are designated as consistently generating the highest volumes of trash and/or litter? Yes ☒ No ☐

(2) Priority B - streets and/or street segments that are designated as consistently generating moderate volumes of trash and/or litter? Yes ☒ No ☐

(3) Priority C – streets and/or street segments that are designated as generating low volumes of trash and/or litter? Yes ☒ No ☐

b) Did your agency perform all street sweeping in compliance with the permit and according to the following schedule:

(1) Priority A – These streets and/or street segments shall be swept at least two times per month? (Note: All streets are swept at least twice per month,) Yes ☒ No ☐

(2) Priority B - Each Permittee shall ensure that each streets and/or street segments is cleaned at least once per month? Yes ☒ No ☐

(3) Priority C – These streets and/or street segments shall be cleaned as necessary but in no case less than once per year? Yes ☒ No ☐

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- c) Did your agency require that saw cutting wastes be recovered and disposed of properly and that in no case shall waste be left on a roadway or allowed to enter the storm drain? Yes ☒ No ☐
- d) Did your agency require that concrete and other street and road maintenance materials and wastes be managed to prevent pollutant discharges? Yes ☒ No ☐
- e) Did your agency require that the washout of concrete trucks and chutes only occur in designated areas and never into storm drains, open ditches, streets, or catch basins leading to the storm drain system? Yes ☒ No ☐
- f) Did your agency train its employees in targeted positions (whose interactions, jobs, and activities affect storm water quality) regarding the requirements of the storm water management program to:
- (1) Promote a clear understanding of the potential for maintenance activities to pollute storm water? and Yes ☒ No ☐
- (2) Identify and select appropriate BMPs? Yes ☒ No ☐

7. Parking Facilities Management

- a) Did your agency ensure that Permittee-owned parking lots be kept clear of debris and excessive oil buildup and cleaned no less than 2 times per month and/or inspected no less than 2 times per month to determine if cleaning is necessary. Yes ☒ No ☐
- b) Were any Permittee-owned parking lots cleaned less than once a month? Yes ☐ No ☒
How many? None

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8. Public Industrial Activities Management
- a) Did your agency, for all municipal activity considered an industrial activity under USEPA Phase I storm water regulations, obtain separate coverage under the State of California General Industrial Activities Storm Water Discharge Permit no later than December 31, 2001? Yes ☒ No ☐
- b) Does your agency serve a population of less than 100,000 people? Yes ☒ No ☐
9. Emergency Procedures
- a) In case of real emergencies, did your agency repair essential public services and infrastructure in a manner to minimize environmental damage? **Not applicable because there were none.** Yes ☐ No ☐
- b) Were BMPs implemented to the extent that measures did not compromise public health and safety? **Not Applicable.** Yes ☐ No ☐
10. Feasibility Study
- a) Did your agency cooperate with the County Sanitation Districts of Los Angeles County to prepare a study which investigates the possible diversion of dry weather flows or the use of alternative treatment control BMPs? **This was completed 3 years ago.** Yes ☐ No ☒
- b) Did your agency review its individual prioritized list and create a watershed based priority list of drains for potential diversion and submit a listing of priority diversions to the Regional Board Executive Officer? **This was completed 3 years ago.** Yes ☐ No ☒

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F. Illicit Connections and Illicit Discharges (IC/ID) Elimination Program (Part 4.G)

1. Attach a copy of your agency's IC/ID Elimination Implementation Program (Part 4.G.1.a.). [See uploaded Attachment B. The City's IC/ID Program is based on the County model SQMP. Training and reporting forms have been incorporated into the program.](#)
2. Attach a map of your storm drain system showing all permitted connections (if available), and the locations of all illicit connections and discharges that occurred last year (Part 4.G.1.b). If your agency has not completed this requirement, describe the status of the development of a baseline map, including an expected completion date.

[This task was completed by the February 3, 2003 deadline specified in the current MS4 permit. Illicit connections and discharges that were reported and investigated during the last fiscal \(permit\) year and were GIS-plotted using ArcView 9.3. The County does not permit connections to the storm drain \(see uploaded storm drain map for a listing of catch basins/storm drains\).](#)

3. Describe your enforcement procedures for eliminating illicit discharges and terminating illicit connections.

[As reported last year, the City's policy regarding illicit discharges and connections is as follows:](#)

- [Upon discovery of an in progress illicit discharge, code enforcement or police, or file is summoned – depending on the type of material being discharge.](#)
- [A discovery of a suspect illicit connection is investigated for verification. If it is in fact an illicit connection, enforcement action is initiated almost immediately.](#)

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4. Describe your record keeping system to document all illicit connections and discharges.

See uploaded Attachment D.

5. What is the total length of open channel that your agency owns and operates? None
6. What length was screened last year for illicit connections? N/A
7. What is the total length of closed storm drain that your agency owns and operates? 20,000
l.f.
8. What length was screened last year for illicit connections? N/A
9. Describe the method used to screen your storm drains.

Field screening for storm drains less than 36" in diameter was limited to reports of suspected illicit connections from storm drain maintenance personnel while conducting catch basin clean-outs (regularly scheduled and unscheduled, based on reports of clogged catch basins). Beyond this, industrial/commercial inspections included observations for on-site illicit connections.

10. Provide the reporting data for illicit connections as suggested in the following table (you may submit a spreadsheet from your database that contains the information).

Year	Total # reported/ identified	Total # investigated	# that conveyed exempt discharges or NPDES permitted	# that conveyed illicit discharges that were terminated	# that were removed	# that resulted in enforcement action	# that resulted in <i>other</i> actions
01/02							
02/03							

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03/04							
04/05							
05/06							
06/07							
07/08							
08/09							
09/10							
10/11	0	0	0	0	0	0	0

11. Explain any *other* actions that occurred in the last year.

12. What is the average time it takes your agency to initiate an illicit connection investigation after it is reported? Please note that the City's definition of **illicit connection** is substantially different from the Principal Permittee's. The County defines an illicit connection as any unpermitted connection. The City does not permit such connections, however. And, it defines an illicit connection, based on the federal definition, which is any connection through which an illicit discharge passes.

Immediately to 24 hours depending on the type of discharges.

- a) Were all identified connections terminated within 180 days? **N/A**

Yes ☐ No ☐

- b) If not, explain why.

13. Provide the reporting data for illicit discharges as suggested in the following table (you may submit a spreadsheet from your database that contains this information).

Year	Total # reported	Total # that were discontinued/ cleaned up voluntarily through	# that were cleaned up but the source could not be	# that resulted in no evidence of discharge	# that were determined to be conditionally exempt	# that were exempt or in compliance and the source identified	# that resulted in enforcement action

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		enforcement and the source was identified	identified				
01/02							
02/03							
03/04							
04/05							
05/06							
06/07							
07/08							
08/09							
09/10							
10/11	2	2	0	0	0	0	0

14. What is the average response time after an illicit discharge is reported?

24 hours

- a) Did any response times exceed 72 hours? Yes ☐ No ☒
- b) If yes, explain why.

15. Describe the your agency's spill response procedures.

In the event of a release to the MS4, the City's protocol calls for preventing the material from entering the storm drain (catch basin or channel) through containment and/or by placing a barrier in front of the catch basin inlet. The next step is to properly remove the material. In the event of a sewage release. In the event of a hazardous materials release, the Fire Department is responsible for properly removing and disposing the material depending on type.

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16. What would you do differently to improve your agency's IC/ID Elimination Program?

Provide incentives to City field personnel to report suspect or actual illicit connections. Also, the City is developing a web-site that will allow for anyone to report an illicit connection or discharge. This will greatly improve the time it takes to report and respond to an illicit connection or discharge complaint.

17. Attach a list of all permitted connections to your storm sewer system. The City does not permit connections to the MS4.

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V. Monitoring

Briefly describe any storm water monitoring activities that are not required by Order No. 01-182 that your municipality conducted, participated in, or received funding to conduct in the past fiscal year. These activities should correspond with the dollar amount you listed in Table 2. The City has agreed to participate in a special studies program with other MS4 permittees to: (1) establish site-specific WERs for metals; and (2) determine to what extent atmospheric deposition accounts for metals loadings in the Los Angeles and San Gabriel River watersheds.

VI. Assessment of Program Effectiveness

A. Attach a summary of the effectiveness of your storm water management program. This summary should include, at a minimum, the following:

1. An assessment of your agency's compliance with permit requirements, based on your responses to the questions in this form;

Response: As mentioned in previous reports, the City believes it has implemented each of the program tasks associated with the current and previous municipal NPDES permit. It must be presumed, therefore, that so doing has resulted in program effectiveness desired by the regional board. The municipal NPDES permit is, essentially, a process-oriented regulation. If all of the tasks are performed, it must be concluded that runoff pollution has been reduced and water quality has been improved to some extent. A more objective and reliable method of determining program effectiveness is to use monitoring data, which is expected to be available some time next year.

2. Descriptions of any evaluation methods that your agency uses to determine the effectiveness of your storm water management program;

Response: Once again, in the absence of objective criteria, the City must conclude that its storm water management program is effective. It should be noted that unlike the General Industrial Activity Storm Water Permit, the municipal NPDES permit is not an iterative-oriented permit, based on a "storm water management by objectives approach (i.e., an approach that would allow permittees to determine how to achieve a particular water quality objective). It is the permit, as written by the regional board, which determines what compliance should be in order to meet water quality standards or objectives.

3. A summary of the strengths and weaknesses of your agency's storm water management program;

Response: The City cannot make a determination whether its regional board-mandated storm water management program is strong or weak. It is the storm water program that has been developed by the regional board for implementation by permittees that can only be objectively evaluated through storm water and non-storm water monitoring data. Because the City has implemented the requisite program tasks, it must be concluded that its storm water management program is at least adequate.

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4. A list of specific program highlights and accomplishments;

Response:

- The City continue to emphasizes the use of infiltration controls for post-construction runoff treatment
- The City continues to work with other permittees situated in the Upper San Gabriel River Watershed to discuss pollutant issues in common.

5. A description of water quality improvements or degradation in your watershed over the past fiscal year;

Response: The City knows of no water quality improvements or degradation of that reach of the San Gabriel River into which it drains. This question is probably best directed to the Principal Permittee.

6. Interagency coordination between cities to improve the storm water management program;

Response: Coordination needs to be improved through stronger Principal Permittee watershed.

7. Future plans to improve your agency's storm water management program; and

Response: The City is considering enlarging its development planning/SUSMP program to include additional project categories that will be subject to infiltration controls. The City hopes to meet metals and other TMDLs through an augmented SUSMP program that focuses on infiltration.

8. Suggestions to improve the effectiveness of your program or the County model programs.

Response: None at this time.

- B. On a scale of 1 to 10 (10 being full implementation of requirements by their deadlines), rate your municipality's level of compliance with Order No. 01-182.

Because the City has fully implemented all of the requirements of the Los Angeles County MS4 permit, it must rate itself a 10.

- C. List any suggestions your agency has for improving program reporting and assessment.

None at this time.

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VII. Certification Statement

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted.

Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility, of a fine and imprisonment for knowing violations.

Executed on the ____ day of _____, 20__,

at _____.

Printed Name _____ Title _____

(Signature) _____

Signature by duly authorized representative